



First Aid Policy

March 2025

Version 2.2

Approved: 10.03.25

Date of ratification: 26.03.25

Next review date: March 2026

1 Introduction

- 1.1 Sonning Common Primary School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, children and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school regarding all staff, pupils and visitors.
- 1.2 Sonning Common Primary School will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. Details of such precautions are noted in the following policies:
- Health and Safety Policy
 - Behaviour Policy
 - Safeguarding Policy
 - Supporting Pupils with Medical Conditions in School
 - Educational Visits and School Trips Policy
 - COVID-19 Risk Assessments and COVID-19 Management Outbreak Plans
- 1.3 The Head teacher alongside the Lead First Aiders have overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.
- 1.4 This policy has due regard to statutory legislation, including, but not limited to the following:
- The Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance
 - Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance

2 Aims

- 2.1 All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.
- 2.2 All staff will use their best endeavours, always, to secure the welfare of the pupils.
- 2.3 Anyone on the school premises is expected to take reasonable care of their own and others' safety.

2.4 The aim of this policy is to:

- Ensure that the school has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury; no matter how major or minor.
- Ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

2.5 Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

3 First Aid Boxes

3.1 To achieve the aims of this policy, the school will have suitably stocked first aid boxes. Where there is no special risk identified, a minimum provision of first aid items would be:

- A leaflet giving general advice on first aid;
- Individually wrapped sterile adhesive dressings (assorted sizes);
- Two sterile eye pads;
- Four individually wrapped triangular bandages (preferably sterile)
- Six medium sized (approximately 12cm x 12cm) individually wrapped sterile dressings.
- unmedicated wound dressings;
- Two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings; and
- One pair of disposable gloves.
- Equivalent or additional items are acceptable.

3.2 The School Administrator and First Aid at Work trained member of staff is responsible for examining the contents of first aid boxes. These should be checked frequently at least once per small term and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.

3.3 First aid boxes are located in the following areas:

- Medical room for EYFS.
- Travel boxes in School Office
- KS1 and KS2 classrooms.
- General playtime and lunchtime one kept and collected from the School Office.

4 First aiders

- 4.1 The main duties of first aiders are to give immediate first aid to pupils, staff or visitors and to ensure that an ambulance or other professional medical help is called, when necessary.
- 4.2 The Head teacher ensures that first aid certificates are kept up to date through liaison with the School Administrator.
- 4.3 Each classroom's first aiders have a responsibility to ensure all first aid kits are properly stocked and maintained. The first aid appointed person(s) will be responsible for maintaining supplies.
- 4.4 The number of current first aid appointed persons includes a combination of Pediatric First Aid 1 day emergency First Aid, First Aid at work and Outdoor First Aid.

5 Emergency procedure in the event of an accident, illness or injury

- 5.1 If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.
- 5.2 If called, a first aider will assess the situation and take charge of first aid administration.
- 5.3 In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.
- 5.4 Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:
 - Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
 - Call an ambulance or a doctor, if this is appropriate – after receiving a parent's clear instruction, take the accident victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.
 - Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
 - See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need

to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.

- When the above action has been taken, the incident must be reported to:
 - The Head teacher
 - The parents/carer of the injured victim

6 Reporting to parents

- 6.1 In the event of a serious incident or serious injury to a pupil, at least one of the pupil's parents must be informed as soon as practicable. This will be under the discretion of the Head teacher, the Senior First Aider who is the School Administrator or their appointed deputy.
- 6.2 In the event of serious injury, head injury or any incident requiring emergency medical treatment, the Head teacher, the Senior First Aider who is the School Administrator or their appointed deputy will telephone or text by prior arrangement the pupil's parents as soon as possible.
- 6.3 The Accident Book will be completed stating the date, naming the pupil, the injury and the treatment given. This will then be signed by the member of staff administering the treatment.
- 6.4 If the incident is in Forest School, then the Forest School Accident Book is to be completed fully with a copy of the report being sent home with the pupil and a copy held in the Forest School Accident Book.
- 6.5 If the incident reaches the threshold for OCC reporting of serious injuries or RIDDOR, the process for such accidents will be followed.
- 6.6 A list of emergency contact details is kept at reception/admin office.

7 Visits and events off-site

- 7.1 Before undertaking any off-site events, the teaching staff organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. This will be reviewed by the Head teacher before the event progresses.
- 7.2 Please see the separate Educational Visits Policy for more information about the school's educational visit requirements.

8 Storage of medication

- 8.1 All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.
- 8.2 All medicines will be returned to the parent to arrange for safe disposal when they are no longer required.
- 8.3 Parents/carers should advise the school when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy and diabetes. A disclaimer will be signed by the parents in this regard.

9 Illness

- 9.1 When a child becomes ill during the day, the parents/carer will be contacted and asked to pick their child up from school as soon as possible.
- 9.2 A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents/carer to arrive to pick them up. Pupils will be monitored during this time.

10 Consent

- 10.1 Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated annually.
- 10.2 Staff do not act 'in loco parentis' in making medical decision as this has no basis in law – staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind – guidelines are issued to staff in this regard.

11 Monitoring and review

- 11.1 This policy is reviewed annually by the Head teacher in conjunction with the Governors; any changes made to this policy will be communicated to all members of staff.
- 11.2 All members of staff are required to familiarise themselves with this policy as part of their induction programme.

12 Additional medicines

- 12.1 The school keeps an additional inhaler in each Key Stage which can be used in an emergency for children with asthma. Parents have given consent for the use of this. Staff have been trained by the School Nurse in its use. KS1 is in the Main Office and in KS2 in Year 6 classroom.
- 12.2 The school keeps additional epi-pen injectors. These are kept in the Head teacher's Office. Staff have been trained by the School Nurse in their use.

13 Dissemination

- 13.1 The Policy is available on the school web site and a paper copy can be obtained from the main school admin office on request.

14 Reviewing the policy

- 14.1 This policy will be reviewed bi-annually by the Head teacher and monitored by the Resources Committee with changes made to ensure that the Policy is relevant and up to date.